

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Classification	:	Executive Band 1
Output Group	:	Committee Services

Security Assessment	:	Not assessed
---------------------	---	--------------

Duties

1. As a senior officer in a secretariat workgroup, provide research, advisory, report writing and administrative support to a parliamentary committee or committees.
2. Under the direction of a committee secretary, advise a sub-committee chair or the chair of an inquiry and members as required, and:
 - support the planning and management of inquiries;
 - conduct research and analysis;
 - provide written and oral advice;
 - arrange meetings and hearings, and record minutes;
 - liaise with witnesses, officials and the general public on committee business;
 - advise on aspects of parliamentary practice and procedure relevant to the work of committees; and
 - draft and prepare for publication reports, discussion papers and other documents.
3. Assist a committee secretary in the effective management of a secretariat, including:
 - leading and managing staff as required;
 - implementing the department's policies and procedures;
 - committee record keeping; and
 - performing other duties as directed.

NOTE: The employees assigned these duties may be required to rotate to other areas of the department.

Duty representing highest function : EQUAL

Immediate supervisor : EXECUTIVE BAND 2

Approved:

Clerk Assistant
(Committees)

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Selection Criteria

EXECUTIVE BAND 1

COMMITTEE OFFICE

1. Proven leadership and management ability.
2. Proven research and analytical skills.
3. Proven oral and written communication skills, including complex report drafting.
4. Knowledge of parliamentary practice and procedure relating to the operation of parliamentary committees, or the ability to acquire such knowledge quickly.
5. Tertiary qualifications or proven relevant skills gained through experience.

Approved:

Clerk Assistant
(Committees)